



**CITY OF SUGAR LAND**  
Permits & Inspections Department

**RESIDENTIAL BUILDING PERMIT APPLICATION**

APPLICATION # \_\_\_\_\_

VALUATION: \$ \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SECTION: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

HOMEOWNER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

Contractor	Street Address	City	State	Zip Code	Phone	EMAIL
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**TYPE OF** ☐ New Residential ☐ Piers/Pilings ☐ Fencing  
**PERMIT:** ☐ Residential Remodel ☐ Flatwork ☐ Demolition ☐ Pool  
☐ Residential Addition ☐ Siding ☐ Moving (\$105.00 flat fee)

**DESCRIPTION OF WORK:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature	Date	Printed Name	Company
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Phone	Fax	Cell	Email
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**Plan Check Fee (Due at time of submittal):** \$ \_\_\_\_\_

**PAY BY ESCROW ACCOUNT** ☐

**Building Permit Fee:** \$ \_\_\_\_\_

**FOR OFFICE USE ONLY**

PLAN REVIEWED BY: \_\_\_\_\_ APPROVED FOR ISSUANCE BY: \_\_\_\_\_

## **RESIDENTIAL PERMIT CHECK-LIST**

***PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.***

- 3 PLOT PLANS SHOWING PROPOSED CONSTRUCTION (IF APPLICABLE) \_\_\_\_\_
- 3 COMPLETE SETS OF BUILDING CONSTRUCTION PLANS \_\_\_\_\_
- REScheck ENERGY COMPLIANCE CERTIFICATE & ELECTRICAL LOAD ANALYSIS  
(IF APPLICABLE) \_\_\_\_\_
- COMPLETED APPLICATION \_\_\_\_\_
- FLOODPLAIN REVIEW CHECKLIST (IF APPLICABLE) \_\_\_\_\_

### **For office use**

Processed by: \_\_\_\_\_ (Date) \_\_\_\_\_



## CITY OF SUGAR LAND

### BUILDING PERMIT FLOODPLAIN REVIEW CHECKLIST

ADDRESS: \_\_\_\_\_ APPLICATION NO.: \_\_\_\_\_

1. Is the proposed building/ structure located within a special flood-hazard area as shown on the Effective Flood Insurance Rate Map?  
( ) Yes ( ) No
2. Is the proposed building/ structure located within a floodway as shown on the Effective Flood Insurance Rate Map (FIRM)?  
( ) Yes ( ) No
3. If you answer yes to either of the above two questions, please complete the City's Floodplain Development Permit Application and include the \$100.00 application fee effective January 1, 2013. (per Ordinance No. 1874)
4. If you answer no to questions (1) and (2), please provide the following information, only if, the proposed buildings/ structures are located within 500 ft distance from a flood hazard area as shown on the effective FIRM:
  - The distance (ft) of the proposed building/ structure from the effective flood-hazard area boundary:
  - Base-flood elevation (BFE) data in the proximity of the proposed building/ structure (ft):
  - Lowest Finished Floor Elevation of the proposed building/ structure (ft):
  - Natural (undisturbed) Ground Elevation at the site of the proposed building/ structure (ft):
  - Attach Elevation Certificate or Elevation Survey from a Registered Surveyor or a Registered Engineer:

✦ Please ensure that the datum used to report elevation data requested above are consistent (same datum). Otherwise, report datum adjustment factors.

5. Other relevant information

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Contact Name & number for Applicant: \_\_\_\_\_

#### RECOMMENDATION

Grant Permit

Request Additional Information

Deny Permit

\_\_\_\_\_  
Building Official/ Floodplain Administrator

\_\_\_\_\_  
Date

For questions pertaining to this page, please contact Shashi Kumar at (281) 275-2780 or [skumar@sugarlandtx.gov](mailto:skumar@sugarlandtx.gov)



# **Insurance Requirements**

**Sugar Land Development Code  
Chapter 7  
Article II. Buildings**

**Section 7-16. Code Amendments**

105.8. *Insurance Required.* As a condition to the issuance of the permit, the Contractor shall submit proof that the contractor has: Workers' Compensation insurance as required by law; general liability insurance of at least \$100,000 for any one accident and \$300,000 for any one person; and property damage insurance of at least \$50,000 for any one accident and \$1,000 for any one piece of property.

**Proof of insurance can be faxed to  
Permits & Inspections Department (281) 275-2271**



## FEE SCHEDULE

***EFFECTIVE JANUARY 1, 2013***

**PLAN-CHECKING FEES WILL BE REQUIRED  
AT THE TIME OF SUBMITTING PLANS  
AND SPECIFICATIONS FOR CHECKING**

### RECOMMENDED SCHEDULE OF PERMIT FEES

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#### **\*PERMIT FEES**

<b>Total Valuation</b>	<b>Fee</b>
\$1 to \$50,000-----	<b>\$17.50</b> for the first \$1,000 plus \$5.75 for each additional thousand or fraction thereof, to and including \$50,000.
\$50,000 to \$100,000-----	\$303.75 for the first \$50,000 plus \$4.75 for each additional thousand or fraction thereof, to and including \$100,000.
\$100,000 to \$500,000-----	\$537.00 for the first \$100,000 plus \$3.50 for each additional thousand or fraction thereof, to and including \$500,000.
\$500,000 and up-----	\$1938.50 for the first \$500,000 plus \$2.25 for each additional thousand or fraction thereof.

**\*THE MINIMUM BUILDING PERMIT FEE FOR ANY PROJECT IS \$50.00**

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#### **\*PLAN-CHECKING FEES**

When the valuation of the proposed construction exceeds \$1,000 and a plan is required to be submitted, a **plan-checking fee shall be paid to the building official at the time of submitting plans and specifications for checking.** Said plan-checking fee shall be equal to one-half of the building permit fee. Such plan-checking fee is in addition to the building permit fee. **2009 International Building Code© - Section 108**

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***Three full sets of plans, including site plan, are required at the time of submittal.***

**2009 International Building Code [www.iccsafe.org](http://www.iccsafe.org)**

**2008 National Electrical Code [www.nfpa.org](http://www.nfpa.org)**

**Thank you,  
Development Services Management**



## DEVELOPMENT SERVICES

### **2009 INTERNATIONAL ENERGY CONSERVATION CODE** **Compliance Procedures**

#### **Plan Review Requirements**

The City of Sugar Land shall require any persons requesting a Building Permit for new construction or a remodel/addition of a structure to submit proof of compliance with the 2009 International Energy Conservation Code.

Approved Method:

RES check Residential Energy Code Compliance Software

1. Provide a RES check Compliance Report and a RES check Inspection Checklist. (RES check software is available free of charge thru the US Department of Energy. [www.energycodes.gov](http://www.energycodes.gov))
2. Include with the above information three complete sets of construction drawings. (Include with the drawings)
  - a. A door schedule detailing the Gross Area, U-Factor and the type of each individual door located in the building envelope.
  - b. A window schedule detailing the Gross Area, U-Factor and the type of each individual window located in the building envelope. Note: (The area-weighted average Solar Heat Gain Coefficient (SHGC) of all glazing cannot exceed 0.4)
  - c. A detail identifying the R-Value of the insulation to be installed in the walls and at the ceiling located in the building envelope.

The provisions of this document are not intended to prevent an alternative method of compliance provided the Building Official finds that the proposed method is satisfactory and complies with the intent of the provisions of the 2009 International Energy Conservation Code.

Please feel free to contact our office if you have any questions regarding the above information at (281) 275-2270.